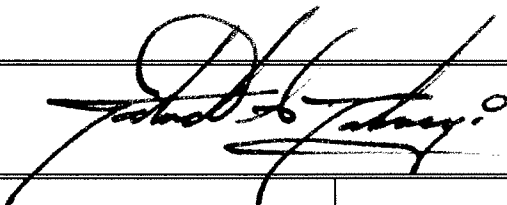


IDAHO STATE
DEPARTMENT OF AGRICULTURE

APPROVED BY:



ORIGINAL EFFECTIVE DATE:

July 31, 2001

REVISION DATE:

June 9, 2006

TITLE: Weapons/Violence in the Workplace Policy

Weapons

The Idaho State Department of Agriculture (ISDA) is a weapons free zone. The possession of firearms, fireworks, explosives, knives or similar objects with blades over four (4) inches in length, and weapons or their replicas, is prohibited in any ISDA facility. Knives or similar objects with blades over four (4) inches in length will be permitted for use as laboratory equipment. The possession of firearms, fireworks, explosives, knives or similar objects with blades over four (4) inches in length, and weapons or their replicas, is prohibited in any ISDA vehicle unless approved in writing by the director. Before written approval to carry a handgun will be given, proof of a concealed weapons permit must be presented.

The following individuals are exempt from this weapons restriction:

- Peace officers as defined in Idaho Code Section 19-5101;
- Criminal investigators of the attorney general's office or a county prosecuting attorney's office; and
- Individuals or organizations displaying weapons as part of a historical or cultural presentation who have received written permission from the Office of the Governor.
- Law enforcement officials authorized to carry a firearm under federal statute.

Violence

ISDA is committed to providing a work environment free from violence for all employees. ISDA will not tolerate any form of violence in the workplace, including verbal or physical threats. All employees share the responsibility to make and keep the workplace safe.

Violence and threats of violence may include, but are not limited to:

- Physically aggressive acts (hitting, shoving, fighting).
- A serious, communicated or implied intent to harm another, or endanger their safety, or destroy property.
- Actions that have a potential for violence (throwing objects, waving fists, destroying property, etc.).
- Obsessively directed behavior (harassing phone calls or e-mails, stalking, intensely focusing on a grudge or grievance, etc.)
- Inappropriate use or display of any dangerous device.

Reporting / Investigation

Any violence or threat of violence shall be reported immediately to your supervisor or the ISDA Human Resource Officer. All reports of violence or threats of violence will be taken seriously. All reports will be investigated quickly and thoroughly. All incidents will be kept confidential to the extent possible. ISDA shall act appropriately and prudently, based upon the information received, and will attempt to insure the physical safety of its employees and others. ISDA cannot guarantee anonymity to the person(s) who reports the incident. The identity of any person(s) involved with the reported incident shall only be disclosed to those who have a legitimate need to know.

Individuals involved in an investigation are advised not to discuss the subject outside the investigation, except in cases where there is risk of imminent physical danger. Care must be taken to keep the situation contained to prevent escalation of the violence or threat and to prevent damage to the reputation of someone falsely accused.

Violation of this policy may result in disciplinary action up to and including dismissal.

Idaho State Department of Agriculture

Weapons and Violence In the Work Place Policy Weapons Possession Exemption Request

I am requesting an exemption from the following section of the Idaho State Department of Agriculture (ISDA) policy:

The Idaho State Department of Agriculture (ISDA) is a weapons free zone. The possession of firearms, fireworks, explosives, knives or similar objects with blades over four (4) inches in length, and weapons or their replicas, is prohibited in any ISDA facility. Knives or similar objects with blades over four (4) inches in length will be permitted for use as laboratory equipment. The possession of firearms, fireworks, explosives, knives or similar objects with blades over four (4) inches in length, and weapons or their replicas, is prohibited in any ISDA vehicle unless approved in writing by the director. Before written approval to carry a handgun will be given, proof of a concealed weapons permit must be presented.

Please attach a copy of your concealed weapons permit if weapon(s) will be concealed in a vehicle or on your person.

What weapon(s) do you want approval to possess at work?

Why is this weapon needed at work? (Attach additional sheets if necessary.)

Where will weapon(s) be stored when not in use?

Please route this request through your supervisor and Division Administrator, or equivalent where appropriate, for their approval and/or comments.

Requested by: _____
(Please print or type your name.)

Signature of Requestor: _____

Date Requested: _____

Signature of Supervisor: _____

Date Approved: _____

Signature of Administrator: _____

Date Approved: _____

Signature of Director: _____

Date Approved: _____